

MINUTES OF THE CANANDAIGUA CITY COUNCIL MEETING  
ORGANIZATIONAL MEETING  
MONDAY, JANUARY 6, 2014, 7:00 P.M.  
City Council Chambers

Mayor Polimeni called the meeting to order at 7:00 p.m.

**Pledge of Allegiance**

**Roll Call:**

**Members Present:** Councilmember Ward 1 Nick Cutri  
Councilmember Ward 2 Ian Boni  
Councilmember Ward 3 Karen White  
Councilmember Ward 4 Cindy Wade  
Councilmember-at-Large Maria Bucci  
Councilmember-at-Large William Taylor  
Councilmember-at-Large James Terwilliger  
Councilmember-at-Large David Whitcomb  
Mayor Ellen Polimeni

**Also Present:** City Manager David R. Forrest  
Corporation Counsel Michele O. Smith  
City Clerk-Treasurer Nancy C. Abdallah

**Organizational meeting:**

**City Council Rules and Procedures:**

Councilmember, Ward 1 Whitcomb moved to adopt the City Council Rules and Procedures for the 2014-2015 City Council term. Councilmember-at-Large Taylor seconded the motion.

*Vote Result: Carried unanimously by voice vote (9-0).*

**Designation of Official Newspaper:**

Councilmember-at-Large Taylor moved to designate the Daily Messenger, Finger Lakes Times and Democrat & Chronicle the official City newspapers. Councilmember-at-Large David Whitcomb seconded the motion.

*Vote Result: Carried unanimously by voice vote (9-0).*

**Designation of Depository Banks:**

Councilmember Ward 4 Wade moved to designate the Canandaigua National Bank, Five Star Bank, MBIA, JP Morgan Chase and First Niagara Commercial Bank as the City's official depository banks. Councilmember, Councilmember-at-Large Taylor seconded the motion.

Councilmember-at-Large Terwilliger recused himself from voting because he is an officer and employee with Canandaigua National Bank.

*Vote Result: Carried unanimously by voice vote (8-0).*

### **Election of City Council President:**

Councilmember-at-Large Bucci moved to nominate Councilmember-at-Large Terwilliger as Council President. Councilmember-at-Large Taylor seconded the motion

*Vote Result: Carried unanimously by voice vote (9-0)*

### **Appointment of Boards and Commissions:**

#### **Zoning Board of Appeals:**

Councilmember Ward 2 Ian Boni moved to nominate Michele Albrecht to the Zoning Board of Appeals to complete two years of a three year term. Councilmember, Ward 4 Wade seconded the motion.

*Vote Result: Carried unanimously by voice vote (9-0)*

#### **Acting City Court Judge:**

Councilmember-at-Large David Whitcomb moved to nominate Jack Schuppenhauer to one six-year term as Acting City Court Judge. Councilmember-at-Large Taylor seconded the motion.

*Vote Result: Carried unanimously by voice vote (9-0)*

#### **BID Board Appointments:**

Councilmember Ward 4 Wade moved to nominate Bryan White to the Business Improvement District (BID) Board. Councilmember-at-Large Taylor seconded the motion.

*Vote Result: Carried unanimously by voice vote (9-0)*

### **Appointment of City Historian:**

Councilmember Ward 4 Wade moved to nominate Lynn Paulson as City Historian. Councilmember Ward 1 Nick Cutri seconded the motion.

*Vote Result: Carried unanimously by voice vote (9-0)*

### **Appointment of Standing Committee:**

Mayor Polimeni appointed the following:

#### **Environmental Committee:**

Chair – William Taylor

Maria Bucci, Karen White, Nick Cutri

Ordinance:

Chair – David Whitcomb  
Maria Bucci, Jim Terwilliger, Ian Boni

Finance:

Chair – James Terwilliger  
Karen White, Bill Taylor, Cindy Wade

Planning:

Chair – Cindy Wade  
David Whitcomb, Nick Cutri, Ian Boni

**Appointment of Special Committee:**

Planned Unit Development – will consist of the following members

Chair – David Whitcomb  
All Council Members

**Establishing Time for Regularly Scheduled Meetings:**

Councilmember-at-Large Taylor moved that the City Council Meetings will be held the first Thursday of the month at 7:00 p.m. with a second meeting of the month scheduled as needed. Exception for January for the Organization Meeting held on the first business day of the year. Councilmember Ward 1 Nick Cutri seconded the motion.

*Vote Result: Carried unanimously by voice vote.*

**Establishing Committee Times:**

Finance – 4<sup>th</sup> Tuesday

Planning – 1<sup>st</sup> Tuesday

Ordinance – 3<sup>rd</sup> Tuesday

Environmental – 2<sup>nd</sup> Tuesday

**Guests:** Mayor Polimeni thanked Nicole Mahoney for all her work on the Centennial. Nicole stated that there will be one final Speaker Series event in December. The entire series was recorded by FLTV and the DVD's will be for sale at the Historical Society. Over one hundred people came to the free ice skating event at GCCC. The committee is collecting the final items for the time capsule which will be officially seal at the February Council meeting. This capsule will be stored at the Historical Society.

**Resolutions:**

**Resolution #2014-001:**

Councilmember Ward 4 Wade read the following Resolution and moved for its adoption. Councilmember-at-Large David Whitcomb seconded the motion.

**A RESOLUTION CREATING THREE ADDITIONAL POSITIONS OF  
FIREFIGHTER (PART-TIME) FOR THE CITY OF CANANDAIGUA**

**WHEREAS**, the 2014 General Fund budget includes funding for part-time firefighter positions; and

**WHEREAS**, the City has one position currently authorized by Civil Service; and

**WHEREAS**, the City Manager and Fire Chief have requested an additional three part-time firefighter positions to be classified for the Canandaigua City Fire Department; and

**WHEREAS**, the intent of these three additional firefighter positions are to be used on a part-time basis up to 1039 hours per year; and

**WHEREAS**, the Ontario County Department of Human Resources has classified these additional three position as "Firefighter (Part-Time)" and has notified the City of Canandaigua that these positions must be created by Resolution of the City Council;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council hereby creates three positions of "Firefighter (Part-Time)"; and

**BE IT FURTHER RESOLVED** that the three positions shall be used on a part-time basis and no more than 1039 hours per year; and

**BE IT FURTHER RESOLVED** that no more than \$23,000 shall be expended to fund such positions in 2014 without the additional consent of City Council.

The motion CARRIED UNANIMOUSLY on the following vote:

**AYES:** Council Member Ward 1 Cutri, Council Member Ward 2 Boni, Councilmember Ward 3 White, Councilmember Ward 4 Wade, Councilmember-at-Large Bucci, Councilmember-at-Large Taylor, Councilmember-at-Large Terwilliger, Councilmember-at-Large Whitcomb and Mayor Polimeni.

**NOES:** None.

**Resolution #2014-002:**

Councilmember-at-Large Terwilliger read the following Resolution and moved for its adoption. Councilmember-at-Large Taylor seconded the motion.

**A RESOLUTION AMENDING THE 2013 GENERAL FUND BUDGET  
OF THE CITY OF CANANDAIGUA**

**WHEREAS**, the City Council of the City of Canandaigua adopted Resolution 2012-085 adopting the 2013 Budget; and

**WHEREAS**, amendments to the 2013 Budget are necessary to incorporate certain changes in revenues and expenditures as required; and

**WHEREAS**, the requested budget amendments for the General Fund in the amount of \$322,885 are outlined on the attached schedule,

**NOW, THEREFORE, BE IT RESOLVED** that the 2013 General Fund Budget is hereby amended to \$14,243,495 for an increase of \$322,885 which will be funded by an increase in revenues in the amount of \$320,085 and a transfer from the Kershaw Park Reserve in the amount of \$2,800; and

**BE IF FURTHER RESOLVED** that an amount of \$27,150 will be transferred from the Contingency budget to the General Government budget in the amount of \$20,000 and the Recreation and Culture budget in the amount of \$7,150.

The motion CARRIED UNANIMOUSLY on the following vote:

**AYES:** Council Member Ward 1 Cutri, Council Member Ward 2 Boni, Councilmember Ward 3 White, Councilmember Ward 4 Wade, Councilmember-at-Large Bucci, Councilmember-at-Large Taylor, Councilmember-at-Large Terwilliger, Councilmember-at-Large Whitcomb and Mayor Polimeni.

**NOES:** None.

**Resolution #2014-003:**

Councilmember-at-Large Taylor read the following Resolution and moved for its adoption. Councilmember Ward 4 Wade seconded the motion.

**A RESOLUTION AWARDDING A SLUDGE CONDITIONING POLYMER SUPPLY  
CONTRACT FOR THE WASTEWATER TREATMENT FACILITY**

**WHEREAS**, the Wastewater Treatment Facility uses sludge conditioning polymer to assist in the dewatering of sewage sludge; and

**WHEREAS**, a bid opening was scheduled on December 2, 2013, to supply sludge conditioning polymer for 2014 with two one-year mutually agreed upon extensions; and

**WHEREAS**, this request for bids was publicly advertised and sent directly to the current supplier and three additional potential bidders, with the three additional potential bidders found to no longer be business; and

**WHEREAS**, past request for bids for this material have also yielded only bidder; and

**WHEREAS**, the installation of the new belt filter press in 2013 has changed the polymer needed to obtain optimal results from the system; and

**WHEREAS**, Polydyne, Inc. conducted the necessary bench test and pilot test on the new belt filter press to identify the polymer yielding optimal performance of the system, which will minimize the City's total cost for sludge disposal; and

**WHEREAS**, Polydyne, Inc. submitted the only bid of \$1.10 per pound for this polymer; and

**WHEREAS**, funds for this purchase were included in the requested 2014 Wastewater Treatment Facility operations budget; and

**WHEREAS**, the City Manager and the Director of Public Works recommends a contract award to Polydyne, Inc.;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council hereby authorizes the City Manager to execute a contract with Polydyne, Inc., 1 Chemical Plant Road, Riceboro, Georgia, 31323, to supply sludge conditioning polymer to the City of Canandaigua for the period January 1, 2014 to December 31, 2014, at a unit price of \$1.10 per pound.

The motion CARRIED UNANIMOUSLY on the following vote:

**AYES:** Council Member Ward 1 Cutri, Council Member Ward 2 Boni, Councilmember Ward 3 White, Councilmember Ward 4 Wade, Councilmember-at-Large Bucci, Councilmember-at-Large Taylor, Councilmember-at-Large Terwilliger, Councilmember-at-Large Whitcomb and Mayor Polimeni.

**NOES:** None.

**Resolution #2014-004:**

Councilmember-at-Large David Whitcomb read the following Resolution and moved for its adoption. Councilmember-at-Large Taylor seconded the motion.

**A RESOLUTION AUTHORIZING A BUDGET AMENDMENT FROM CERTAIN FUNDS TO AMEND THE BUDGET FOR THE MAIN STREET STREETScape PROJECT**

**WHEREAS**, the City of Canandaigua has completed the design and construction phases of the Main Street Green Infrastructure Improvement (Streetscape) Project; and

**WHEREAS**, the funding for this project was reviewed and approved by the City Council in 2013; and

**WHEREAS**, a contract amendment is required for the DiFiore Construction contract in order to satisfy change orders and additional work completed by contractor for the final request for payment in the amount of \$150,779.39 on this project; and

**WHEREAS**, a contract amendment is required for BME Associates for professional engineering services in order to satisfy change orders and additional work completed by contractor for the final request for payment in an amount not-to-exceed \$17,146.25 on this project; and

**WHEREAS**, of the \$167,928.64 amount requested, \$155,381 is currently budgeted in the Capital Reserve for this expense. The remaining \$12,547.64 will be paid for by additional revenue from the Consolidated Local Street and Highway Improvement Program (CHIPS) fund,

**WHEREAS**, although City Council previously authorized contingency funding for this project, due to the fact that these extra payments are contract specific, it is necessary for us to execute a budget amendment modifying these contracts in order to allocate previously authorized funding to said parties.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Canandaigua hereby authorizes a budget amendment to amend the costs associated with DiFiore Construction contract in the amount of \$150,779.39 and the BME Associates contract in the amount not-to-exceed \$17,146.25 for the Streetscape Project

**AND BE IT FURTHER RESOLVED** that \$155,381 is currently budgeted in the Capital Reserve for this expense. The remaining \$12,547.64 will be paid for by additional revenue from the Consolidated Local Street and Highway Improvement Program (CHIPS) Fund.

The motion CARRIED UNANIMOUSLY on the following vote:

**AYES:** Council Member Ward 1 Cutri, Council Member Ward 2 Boni, Councilmember Ward 3 White, Councilmember Ward 4 Wade, Councilmember-at-Large Bucci, Councilmember-at-Large Taylor, Councilmember-at-Large Terwilliger, Councilmember-at-Large Whitcomb and Mayor Polimeni.

**NOES:** None.

**Resolution #2014-005:**

Councilmember Ward 3 White read the following Resolution and moved for its adoption. Councilmember Ward 4 Wade seconded the motion.

**A RESOLUTION AUTHORIZING A BUDGET AMENDMENT FROM CERTAIN FUNDS TO AMEND THE INTEGRATED SYSTEMS CONTRACT FOR INFORMATION TECHNOLOGY SERVICES**

**WHEREAS**, resolution 2012-084 authorized the City of Canandaigua to enter into a contract with Integrated Systems for information technology services in FY 2013; and

**WHEREAS**, funding for this project was allocated in an amount not-to-exceed \$36,000 per year; and

**WHEREAS**, due to increased demand of professional serves and repair work, the City requires an amendment to the information technology services contract; and

**WHEREAS**, an additional amount of \$2,435.06 is required to satisfy the 2013 fiscal year contract; and

**WHEREAS**, the additional funding of \$2,435.06 will be taken from fund balance in the Technology Fund,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Canandaigua hereby authorizes a budget amendment to amend the costs associated with the Integrated Systems contract in the amount of \$2,435.06 which will be taken from fund balance in the Technology Fund.

The motion CARRIED UNANIMOUSLY on the following vote:

**AYES:** Council Member Ward 1 Cutri, Council Member Ward 2 Boni, Councilmember Ward 3 White, Councilmember Ward 4 Wade, Councilmember-at-Large Bucci, Councilmember-at-Large Taylor, Councilmember-at-Large Terwilliger, Councilmember-at-Large Whitcomb and Mayor Polimeni.

**NOES:** None.

**City Manager Report:**

Reminds every one of the hazards of severe cold weather and take all necessary precautions. The City will be doing trash and recycle pick up and will take all steps necessary to keep employees safe.

**Adjournment:**

Councilmember-at-Large David Whitcomb moved to adjourn at 7:43 P.M. Councilmember, Councilmember-at-Large Taylor seconded the motion.

*Vote Result: Carried unanimously by voice vote.*

---

Nancy C. Abdallah  
City Clerk-Treasurer